

PLEASE POST

TOHONO O'ODHAM NATION

HUMAN RESOURCES OFFICE
P.O. Box 837 ~ Sells, Arizona 85634
Phone: (520) 383-6540 ~ Fax: (520) 383-4676
Website: www.tonation-nsn.gov



Job Summary - April 29, 2013

| <u>HR 210</u> | <u>Department/Program/Division</u> | <u>Job Title</u> | <u>Note</u> | <u>Opening Date</u> | <u>FY 2012 Salary</u> |
|--|--|--|-------------|-------------------------|-----------------------|
| General Support Services | | | | | |
| 3289 | Motor Pool | Fleet Mechanic | | 3/4/2013 | \$ 16.80 |
| Department of Planning and Economic Development | | | | | |
| 3300 | Administration | Grant Writer Supervisor | | 4/8/2013 | \$ 57,270.00 |
| Justice | | | | | |
| 3131 | Office of the Prosecutor | Assistant Chief Prosecutor | | 3/25/2013 | \$ 87,142.00 |
| Department of Health and Human Services | | | | | |
| 3324 | Adult Protective Services | Human Services Investigator | | 4/15/2013 | \$ 24.94 |
| 3316 | Behavioral Health | Billing Technician | | 4/15/2013 | \$ 15.22 |
| 3317 | Behavioral Health | Records Clerk | CR | 4/15/2013 | \$ 13.79 |
| 3232 | Community Health Services | Community Health Representative | | 3/25/2013 | \$ 13.79 |
| 3290 | Health Transportation Services - Site: San Simon | Program Coordinator | | 4/8/2013 | \$ 40,531.00 |
| 3309 | Health Transportation Services - Site: San Simon | Transit Driver | | 3/25/2013 | \$ 12.81 |
| 3282 | Health Transportation Services - Site: San Simon | Transit Driver | | 4/8/2013 | \$ 12.81 |
| 3318 | Health Transportation Services - Site: Ak Chin | Transit Driver | | 4/8/2013 | \$ 12.81 |
| 3313 | Health Transportation Services - Site: Sells | Transit Driver | NEW | 4/29/2013 | \$ 12.81 |
| 3335 | Health Transportation Services - Site: Sells | Transit Driver | NEW | 4/29/2013 | \$ 12.81 |
| 3226 | Senior Services | Cook | | 2/25/2013 | \$ 11.32 |
| 3292 | Senior Services | Cook Aide | | 4/15/2013 | \$ 8.84 |
| Department of Education | | | | | |
| 3110 | Early Childhood - Site: Santa Rosa | Teacher Aide/Driver | | 11/26/2012 | \$ 14.49 |
| 3245 | Early Childhood - Site: Sells | Teacher Aide | | 4/1/2013 | \$ 11.32 |
| 3311 | Early Childhood - Site: Sells | Teacher Aide | NEW | 4/29/2013 | \$ 11.32 |
| 3310 | Early Childhood - Site: Sells | Teacher Aide/Driver | NEW | 4/29/2013 | \$ 14.49 |
| 3105 | Early Childhood - Site: Pisinemo | Teacher Aide/Driver | | 10/22/2012 | \$ 14.49 |
| 3109 | Early Childhood - Site: Pisinemo | Teacher Aide | | 11/13/2012 | \$ 11.32 |
| 3041 | Higher Education | Education Assistance Specialist | | 4/8/2013 | \$ 15.22 |
| 3248 | Recreation - Site: Hickiwan | Recreation Specialist | | 1/28/2013 | \$ 12.49 |
| 3268 | Recreation - Site: Hickiwan | Water Safety Specialist (Occasional) | | 3/4/2013 | \$ 11.32 |
| 3154 | Recreation - Site: Menager's Dam | Recreation Specialist | | 10/29/2012 | \$ 12.49 |
| 3262 | Recreation - Site: Menager's Dam | Principal Lifeguard (Occasional) | | 3/4/2013 | \$ 12.49 |
| 3177 | Recreation - Site: Pisinemo | Recreation Program Coordinator | | 12/3/2012 | \$ 20.47 |
| 3264 | Recreation - Site: Pisinemo | Principal Lifeguard (Occasional) | | 3/4/2013 | \$ 12.49 |
| 3269 | Recreation - Site: Pisinemo | Water Safety Specialist (Occasional) | | 3/4/2013 | \$ 11.32 |
| 3270 | Recreation - Site: San Xavier | Water Safety Specialist (Occasional) | | 3/4/2013 | \$ 11.32 |
| 3266 | Recreation - Site: Sells | Principal Lifeguard (Occasional) | | 3/4/2013 | \$ 12.49 |
| 3267 | Recreation - Site: Sells | Water Safety Specialist (Occasional) | | 3/4/2013 | \$ 11.32 |
| Department of Natural Resources | | | | | |
| 3296 | Administration | Natural Resources Technician | | 3/25/2013 | \$ 20.47 |
| 3326 | Cultural Center & Museum | Security Guard | NEW | 4/29/2013 | \$ 12.49 |
| 3176 | Tribal Herd | Ranch Worker | | 4/22/2013 | \$ 13.79 |
| Department of Water Resources | | | | | |
| 3184 | Water Resources | Hydrology Technician | CL | 2/25/2013 | \$ 22.05 |
| Department of Public Safety | | | | | |
| 3299 | Environmental Protection Office | Environmental Protection Office Supervisor | | 3/18/2013 | \$ 55,873.00 |
| 3240 | Office of Emergency Management | Emergency Management Administrator | | 2/4/2013 | \$ 85,017.00 |

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|-------------------|------------------------------------|--------------------------|-------------|-------------------------|-----------------------|
| 3304 | Law Enforcement | Custodial/Grounds Worker | | 3/25/2013 | \$ 10.77 |

ATTENTION ALL APPLICANTS!!!

Open Until Filled: Apply during the first 10 working days to assure you are in the first group to be interviewed if qualified.

Current Employees: must be in your current position for six (6) months prior to applying for another job opening. (Section III. H.h) This provision may be waived if it is in the best interest of the Nation. Employees applying for transfer or promotional opportunities must advise their supervisor that they are competing for other position.

NOTE: All regular, temporary, full-time, part-time clerical positions under the Tohono O'odham Nation's Executive Branch will be filled from the established "Clerical Roster." Applicants are required to be tested in order to be considered for any clerical positions, except Receptionist.

FOR CLERICAL TESTING

Clerical testing is reserved for Monday-Friday 8:30am-10:30am and 1:30pm - 2:30pm. If applying for any clerical positions, please contact Human Resources at (520) 383-6540 to schedule an appointment.

IT IS IMPORTANT TO KEEP YOUR SCHEDULED APPOINTMENTS!!

APPLYING FOR POSITIONS

HOW TO APPLY: Submit the following: (1) a signed & completed Tohono O'odham Nation employment application, (2) a signed & completed Authorization to Release Information document, (3) a signed & completed Background/MVR Investigations document, (4) if claiming Indian Preference, submit a certified document of Indian Blood certificate (C.I.B.) OR a copy of Tribal Enrollment Card, (5) and resume, high school diploma, transcript of college courses, (3) letters of reference, copy of Arizona driver's license, 39 month motor vehicle record to the TOHONO O'ODHAM NATION, HUMAN RESOURCES OFFICE.

Applications and supporting documents become the property of the Tohono O'odham Nation.

Indian Preference and Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nations, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

OPEN CONTINUOUS RECRUITMENT

| <u>DEPARTMENT</u> | <u>POSITION (S)</u> | <u>CLOSING DATE</u> |
|-------------------|------------------------------------|---------------------|
| Police Department | Police Officer | Open Continuous |
| Police Department | Ranger | Open Continuous |
| Police Department | Public Safety Dispatcher (CL) (CR) | Open Continuous |
| Police Department | Corrections Officer (CL) (CR) | Open Continuous |

OTHER EMPLOYER'S RECRUITMENT

San Xavier Allottees Association, Inc.

Position: Community Liaison (Part Time)

Salary: \$26,709.00 - \$40,064.00 Annually **Opening Date:** 02/25/13 **Closing Date:** Open Until Filled
Please contact SXAA Office at (520) 807-2121 for more information regarding this position.

Intermountain Centers for Human Development

Position: In-Home Counselor (Children's and Adult's Services) - Tohono O'odham, Sells, AZ
Please contact I.C.H.D. Human Resources at (520) 721-1887 ext. 5217 or www.ichd.net



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

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JOB ANNOUNCEMENT

JOB TITLE: TRANSIT DRIVER (2 positions)

SALARY: \$12.81 PER HOUR, PLUS BENEFITS

OPENING DATE: April 29, 2013

CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Health & Human Services/Heath Transportation JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under close supervision, provides safe transportation of program clients to and from designated activities.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma six months work experience as a driver, or an equivalent combination of work experience that demonstrates the ability to perform the work duties.

—AND—

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Bilingual O'odham/English preferred.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.

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TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
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JOB ANNOUNCEMENT

JOB TITLE: TEACHER AIDE
SALARY: \$11.32 PER HOUR, PLUS BENEFITS

OPENING DATE: April 29, 2013

CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time
(This position is budgeted for 1680 hours)

HRS/WK: Non-Exempt

DEPARTMENT: Dept. of Education/Early Childhood

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, assists teachers in providing early childhood classroom experiences to enhance and promote the educational, intellectual, and social growth and development of children.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and six months work experience in a classroom teaching environment.

—AND—

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Food Handler's card must be obtained within six months after hire.
- Must satisfy health requirements as defined by the federal program standards and be willing to enroll in Child Development Associate (CDA) courses to seek CDA credential.
- Bilingual O'odham/English preferred.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.

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"The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

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P.O. Box 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

JOB ANNOUNCEMENT

JOB TITLE: **TEACHER AIDE/DRIVER**
SALARY: **\$14.49 PER HOUR, PLUS BENEFITS**

OPENING DATE: **April 29, 2013**

CLOSING DATE: **Open Until Filled**

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, **Full-Time**
(This position is budgeted for 1680 hours)

HRS/WK: Non-Exempt

DEPARTMENT: Dept. of Education/**Early Childhood**

JOB LOCATION: **Sells, AZ**

POSITION SUMMARY: Under general supervision, assist teachers in the daily early childhood education plans; assist in transportation of children to and from centers and designated activities.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and one year work experience in caring or working with infants and toddlers in an educational setting, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Current Food Handler's card required—may be obtained within the first six months of hire.
- Must satisfy health requirements as defined by the federal program standards
- Must enroll in Child Development Associate (CDA) courses, within the first six months of hire, to seek CDA credentials.
- Bilingual O'odham/English preferred.
- Must possess and maintain a Commercial Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.

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JOB ANNOUNCEMENT

JOB TITLE: SECURITY GUARD
SALARY: \$12.49 PER HOUR, PLUS BENEFITS

OPENING DATE: April 29, 2013

CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Natural Resources/Cultural Center & Museum

JOB LOCATION: Topawa, AZ

POSITION SUMMARY: Under general supervision, provides security and surveillance services for area of assignment which may include Himdag Ki: Hek hu, Hemu, Im B I-Ha'ap, the Tohono O'odham Nation Cultural Center & Museum, or the Tohono O'odham Nation's (Nation) group homes according to policies and procedures.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and six months work experience in related field.

—AND—

- Bilingual O'odham/English preferred.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.

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